



**APPLICATION FOR DISABLING/RE-ENABLING METALS REGISTRATION**

I am applying to:

☐ DISABLE

☐ Re-enable



Disable/Re-enable  
User



Disable/Re-enable  
Business/Certificate



Disable/Re-enable  
User & Business/Certificate

Metal Registration  
Number:

Expiration Date:

Owner Name:

**APPLICANT INFORMATION**

Last  
Name:

First  
Name:

Middle  
Name:

Suffix:  
(IF ANY)

Business Name:

Email Address:

User ID (if applicable):

Relationship to Business:

Registered  
Business Address:  
(Physical Address  
required, if using PO box.)

City:

ZIP Code:

County:

Phone Number Type:

☐ Office ☐ Cell ☐ Home

Number:

ext.

International  
Phone #

Yes  
No

**DISABLE/RE-ENABLE USER INFORMATION**

Name of Users (Last, First, M.)

Email Address of Users

Login User ID of Users

**DISABLE/RE-ENABLE BUSINESS/CERTIFICATE INFORMATION**

Certificate ID number for  
Location

Location Physical Street Address (no P.O. Box)

Location City, State, Zip

**REASON FOR REQUEST**

I verify the information provided below is true and correct, and I understand any required fee is **non-refundable**. I also understand this is an official government record and any missing information and/or false statement made on this document or any other supplement provided to DPS may result in criminal prosecution.

Date:

Signature of Applicant

(Printed Name and Title)

**Consent to Inspect:** Signature of the applicant or authorized individual further grants the director or his designee, the right to enter and to inspect the premises or any records required to be kept.

*Note: Applicant is not required to submit Page 2 of this form.*

#### **Online Payment Instructions**

There is not a fee for this form. But a renewal of previously disabled certificate will require all applied fees as normal. Any late fees applied to renewal fee of previously disabled certificate are subject to discussion and/or refund.

#### **Submission Options**

- Email: [Contact Us](#), with "Application to Disable / Re-Enable Metals Registration" in the subject line
- Fax: (512) 424-5774
- Mail: **Texas Department of Public Safety  
Metals Registration Program  
P.O. Box 4087  
Austin, Texas 78773-0001**